

**Library Board Meeting
May 11, 2023**

Approved Minutes

Board: Dale Sweet (Chair), Gina Parker (Secretary), Carrie Becker (Treasurer), Barbara Hemingway

Librarian: Jaci Lussier

Public: Robin Wilson

Call to Order: Dale called the meeting to order at 10:00 am.

Approve Minutes: Minutes read aloud by Gina. Motion to accept minutes by Barbara, 2nd by Dale. Minutes approved.

Librarian's Report:

- Jaci has been continuing to work on organizing the books in the children's section. Jaci told us her idea for organizing the childrens and juniors books and think that it may be best to do it by grade levels and to put the juniors books on the higher shelves.
- Jaci mentioned that she could really use some help getting the barcode scanner working and continue the work of getting all the books in the system. Barbara said she would mention it to Cheryl as she is good with computers and may be able to help.
- Jaci noticed that the brick to hold the door open had still been used and posted a notice for it to please not be used on our new floors. Gina had made a loop that can now be used to hold the door open without damaging the floor.

Treasurer's Report:

Income to Date		Expenses to Date	
Donations:	\$400.00	Books:	\$800.00
Fund Raising:	\$64.00	Payroll:	\$5,344.00
Photocopies:	\$36.75	Repairs:	\$4,205.39
		Supplies:	\$45.00
		Internet & Phone:	\$887.91

Savings: \$3,832.05

- Carrie asked if we should list grants as income in our annual budget? Gina suggested that it would be better to put it in as our actual income rather than our proposed income as grants are not a guaranteed income.

Old Business:

- Daniel Beavin gave us a donation last month. Gina will send a thank you note but is in need of his address. Jaci will look into that.
- Robin Wilson is willing to join the Library Board and will send in a note of interest to the Selectboard. Gina will get in touch with Rebeckah to let her know that we found someone and she can submit a letter of resignation.
- Carrie made a motion to accept Rebeckah's resignation letter and accept Robin as a new member of the board. 2nd by Dale.

New Business:

- No new business

Policy Review:

- Gina read the policy aloud. Changes are as follows:
 - **Service Philosophy** - no change
 - **General Operations of the Library**
 - Section 2. "Overdue notices are sent, and no fines are levied; but donations are accepted." Now: "No overdue fines are levied; but donations are accepted."
 - Section 4. Add reference including date for minutes from the Selectboard meeting (currently in the library file) that clearly states the Library's rent free agreement.
 - Section 7. Strike "non-profit, non-religious, and non-political"
 - **Collection Development** - no change
 - **Review of Selection** - no change
 - **Personnel** - Strike "Hours may be saved up to make several hours available for workshops, etc. as long as the library is covered during regular hours."
 - **The Librarian's Job Description**
 - Section 2. "If the Librarian has a grievance, he/she is to notify the Chairman of the Trustees and discuss the issue. If it is not resolved satisfactorily, the board will take it up at the next meeting and appropriate action will be taken. In either event, the Trustees will be notified of a grievance." Change to: "If the Librarian has a grievance, he/she is to notify the Trustees and discuss the issue until a resolution is reached."
 - Section 3. Change "him/herself" to "themselves"
 - **Review and Revision of Policies** - no change
- To the Library Policy add the Internet Policy, the town's Social Media Policy and a section on the operation of the trustees.
- Gina will make changes and bring a policy to the next meeting to review and hopefully sign.

Next Meeting: June 8, 2023 at 9 am.

Adjourn: Motion to adjourn at 12:02 pm by Dale. 2nd by Gina.